



## Senior Project Officer

<b>Job Ad Reference:</b>	MSTP570506		
<b>Status:</b>	Permanent, Temporary Full Time / Part Time (Future vacancies of a temporary, full time or part time nature may be accommodated within this role)		
<b>Unit/Department:</b>	Service Expansion, Strategy and Planning, Metro South Hospital and Health Service		
<b>Location:</b>	<p>The position will be primarily based at Garden City Office Park, Eight Mile Plains, Metro South Hospital and Health Service, as well as:</p> <ul style="list-style-type: none"> <li>▪ QEII Hospital, Coopers Plains, Metro South Hospital and Health Service, or</li> <li>▪ Princess Alexandra Hospital, Woolloongabba, Metro South Hospital and Health Service</li> <li>▪ Redland Hospital, Cleveland, Metro South Hospital and Health Service</li> <li>▪ Logan Hospital, Meadowbrook, Metro South Hospital and Health Service</li> </ul> <p><i>(This position may be required to work across other areas of Metro South Health.)</i></p>		
<b>Contact:</b>	Tracey Brook (07) 3564 0031	<b>Salary range:</b>	\$4651.70 to \$4982.80 per fortnight \$61.20 to \$65.56 per hour
<b>Classification:</b>	AO6	<b>Closing date:</b>	Friday, 28 February 2025
<b>Online applications:</b>	<a href="https://metrosouth.health.qld.gov.au/job-vacancies">https://metrosouth.health.qld.gov.au/job-vacancies</a>		

\*\*Applications from third parties will not be accepted\*\*

### Purpose of the role

The role of the Senior Project Officer is to provide advice, assistance, and strategic coordination of project activities for the delivery of health infrastructure planning, operational commissioning, and/or portfolio management activities for complex and high-value capital projects.

This role provides project management support and will be an integral part of the project team. It will manage and contribute to various portfolios within the scope of the project to support delivery of project activities.

### Your key responsibilities

- Actively participate in flexible team structures that comprise staff from across Metro South Health and external partners to achieve specified project outcomes that reflect project goals and objectives.
- Facilitate and contribute to project activities, within scope, supporting senior management to lead and manage projects of significant scope and strategic importance to a high quality, ensuring quality project outcomes are delivered on time and on budget.
- Provide assistance and contribute to project management activities including operational commissioning plans; formal project plans (and other plans as required); supporting documentation, budget, records, and registers (including schedules, risk and issue registers, impact and readiness assessments, lessons learnt and benefits realisation).
- Manage, monitor, and report on project progress and implement best practice guidelines to ensure consistent and quality outcomes are achieved on assigned projects.
- Facilitate and contribute to readiness and operational commissioning activities in line with corporate and government policies and directions, including:
  - Design and Furniture, Fitting and Equipment (FFE) reviews and testing.
  - Reviewing business processes, policies, and procedures
  - Staff orientation and Training
  - Move planning and logistics.
  - Relocation, Staging and Decanting
  - Defects management.
  - Risk assessment.
  - User acceptance testing – clinical, BEMS/BTS

- ICT end-to-end tests
- Functional and operational testing of clinical and non-clinical equipment and systems
- Scenario testing
- Operational readiness assessments
- Decommissioning
- Other duties may be required to support the Project Manager.
- Facilitate, to a high quality, implementing appropriate project management techniques, methodologies, and tools, including proactively identifying and managing risks, developing resolution plans and escalating when required to support the delivery of quality project outcomes.
- Organise and coordinate key stakeholders to deliver high quality outcomes, within the scope of works, project deliverables ensuring timeframes and budget are met.
- Communicate and engage with key stakeholders (internal and external) representing MSH throughout the project lifecycle facilitating effective communication to achieve best project outcomes and coordinate project activities.
- Contribute to timely project, submissions, and briefing notes as required and provide responses to project issues through research and analysis of critical information.
- Provide project support (i.e., secretariat activities) to governance and/or user groups as required.
- Contribute to continuous improvement by identifying opportunities to modify practices, procedures and processes, technologies, and strategies to achieve objectives of project and readiness and operational commissioning activities.
- Provide support to the Project Manager and project team to achieve successful go live in accordance with project objectives, delivered on time, within scope and within budget.
- Ensure patients and other staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic, and linguistic backgrounds, gender, identity, ages, or abilities. Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.
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## Mandatory qualifications, professional registration and other requirements

- **Vaccine Preventable Disease (VPD):** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
  - measles, mumps, rubella (MMR)
  - varicella (chicken pox)
  - pertussis (whooping cough)
  - hepatitis B

## Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

<b>Project Management</b>	Demonstrated sound project management skills including the ability to manage project management activities, prepare quality project documentation within time and budget constraints.
<b>Communication/stakeholder management</b>	Demonstrated high level communication (written and verbal) with the ability to consult with and create a strong client focus and achieve outcomes that are mutually beneficial to the client/ service and the project. Demonstrated advance communication skills in engaging with internal and external stakeholders.
<b>Organisation and Planning</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated ability to undertake multiple concurrent projects in an operational health service environment, identifying priority activities and escalating issues appropriately.</li> <li>▪ Demonstrated organisational skills with the ability to set priorities, manage competing priorities, coordinate activities, and monitor and report on the progress of key project activities.</li> </ul>

<b>Teamwork</b>	Demonstrated high level ability to work autonomously and within a multidisciplinary team environment to effectively contribute to work unit and organisational priorities.
<b>Work Values</b>	Demonstrated alignment to Metros South iCARE2 values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence.

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees. You must seek approval prior to nominating a person as a referee.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

## We are Metro South Health

We are the major public healthcare provider for Brisbane's south side, Logan, Redlands and the Scenic Rim. We operate five major hospitals and a range of community, specialty and state-wide healthcare services. We are renowned for teaching and research excellence.

We are truly dedicated people who care about our community. We come to work to make a difference. We save lives, changes lives and make the world a better place. We overcome the many challenges that come our way by going above and beyond and achieve the best possible outcomes by working together. We are bold, innovative, collaborative, inspiring.

We are part of and proud of the community we serve. We are *better together*.

## Our values

**Our values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence**, shape our culture. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.



**INTEGRITY**

We are authentic, truthful, and transparent, and strive for equity for all.



**COMPASSION**

We care for one another and ourselves with empathy, kindness and support.



**ACCOUNTABILITY**

We are accountable for our decisions, actions and behaviour.



**RESPECT**

We foster an environment of safety, civility, and inclusion.



**ENGAGEMENT**

We are one team working together to achieve our best outcomes.



**EXCELLENCE**

We empower each other and inspire innovation to deliver excellence.

## Diversity and inclusion

We are the most culturally diverse area of Queensland with 28.5% of the community born overseas and 16% from non-English speaking countries. Our employees proudly reflect the community in which they work. At Metro South Health 20.5% of staff identify as coming from non-English speaking backgrounds.

Having a workforce that reflects and understands the needs and expectations of our community is important to delivering safe, kinder, and more inclusive care.

We recognise our strength comes from the diversity of our people and so we encourage people of all genders, ethnicities, ages, abilities, languages, sexual orientation and family responsibilities to apply.

We are committed to creating a diverse and inclusive workplace for our people and our community.

## Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave, flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

## Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this SmartJobs advertised vacancy.

## Team structure

